



CITY OF GUNNISON, COLORADO

REQUEST FOR PROPOSALS FOR CITY MANAGER RECRUITMENT SERVICES

January 6, 2016

201 WEST VIRGINIA AVENUE
PO BOX 239
GUNNISON, CO 8123

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I. INVITATION TO SUBMIT PROPOSALS

Date of Request: January 6, 2016

Due Date for Proposals: February 4, 2016 at 5:00 pm MST

The City of Gunnison, Colorado, respectfully requests proposals for the City Manager Recruitment Services from qualified consultants ("Consultants"). The selected Consultant will assist the City's Mayor/City Council on the project that is discussed further in this request for proposal (the "RFP").

II. PROJECT BACKGROUND, DESCRIPTION AND SCOPE OF WORK

A. PROJECT BACKGROUND AND DESCRIPTION

The City of Gunnison, Colorado is seeking consulting services to assist with the national recruitment, evaluation and selection of a new City Manager. The current City Manager is retiring after nearly 35 years with the organization in January 2016 (the last 10 being in the position of City Manager).

An interim manager has been appointed for up to 180 days according to the City of Gunnison Municipal Home Rule Charter.

B. SCOPE OF WORK TO BE PERFORMED

Included with the RFP are the detailed minimum scope of services and tasks to be completed by the Consultant. It is not the intent of the City to outline a rigid scope of tasks as part of this RFP. The Consultant is encouraged to develop a comprehensive approach with City staff throughout the project that includes step-by-step interim deliverables and workshops. That being stated, the minimum scope of services is provided to help further define the City's expectations and goals for this project.

III. SPECIAL INSTRUCTIONS TO SUBMITTERS

The City of Gunnison will be accepting proposals for consulting services for the recruitment of a City Manager.

The City is interested in retaining services of a company, or an individual, that has executive recruitment expertise relative to City government executive positions, has considerable knowledge of how to conduct an executive recruitment (again specific to City government positions), has the ability to recruit a diverse set of qualified applicants with respect to minorities and women, and can successfully conduct an effective, timely nationwide recruitment.

A. REQUIRED ELEMENTS

All proposals shall include the following elements as outlined below:

1. Assist with creating a position profile for the ideal candidate that includes the City Charter guidelines for hiring a city manager, years of experience and education required, desired personality, work habits and people skills, and summary of the City and community attributes and challenges.
2. Include a suggested plan for advertisement for the position from the job description – print, internet, direct mailing, professional publications, targeted calls, etc. Proposals should identify specifics on the Consultant's plan for national recruitment.
3. Conduct a nationwide search for qualified candidates including advertising and recruitment.
4. Review and screen applications and resumes. Identify review and screening methods.
5. Create a candidate list for Council to review, providing the City with seven (7) binders of all applications.
6. Conduct reference and background checks on candidates – include details as to the components of the reference and background checks, and at what point in the process a background check is performed.

7. Assist City Council with the interview process – include details as to the specifics, e.g., travel coordination, conducting of the interviews, etc.
8. Conduct a public forum for the community to meet the finalist candidates.
9. Assist with negotiation and follow-up with the selected candidate.
10. Terms of any warranty offered if no candidate is selected, hired through the search process, or employed by the City of Gunnison within one year.

B. EVALUATION CRITERIA

Proposals must include the following:

1. The name and home office address of your organization. Describe what type of a business entity your organization is (corporation, general partnership, limited liability company, etc.). Indicate in what state your business entity was incorporated or formed.
2. Provide a brief history of your business including years of operation, general business description, number of clients serviced, types of services generally offered, size of firm, and a statement of philosophy of customer service levels provided to clients.
3. Detail qualifications and previous executive search experiences, especially for local governmental entities.
4. Identify the key personnel of the business who will be assigned to perform services for the City, and who will provide continuing support throughout the term of the Agreement. Provide resumes stating qualifications and successful recruitments for key personnel and provide a statement as to the availability, continuity, and accessibility of the individuals who would be assigned to the Project.
5. Provide your recruitment work plan.
6. Detailed time-frame for the process from hiring the consulting firm to hiring the City Manager. **The schedule should contemplate the hiring of a new City Manager by July 5, 2016.**

7. List three current clients (municipal/government/Colorado communities preferred) for whom you provided executive search services for in the last 36 months. For each client, the list must specify the type of work performed by your company and the size of the client's organization. Provide telephone numbers and contact names for references.
8. Provide fee structure including specific costs per services, fee payment schedule and cost guarantees, etc. Reasonable and necessary airline and hotel expenses for candidates will be paid directly by the City of Gunnison. Any additional reimbursable expenses including but not limited to advertising, recruitment brochures, postage, and estimated additional travel expenses should be listed in the proposal.
9. Include an hourly rate for services performed beyond the normal scope of services that would be included in an Agreement.
10. Evidence of Consultant's qualification to do business in the State of Colorado may be required.
11. Consultants will be required to establish to the satisfaction of the City the reliability and responsibility of all proposed subcontractors and suppliers pursuant to the criteria set forth in these Instructions and Proposal Requirements. Prior to the award of the Contract, the City will notify Consultant in writing if the City has reasonable objection to any proposed subcontractor. In such event, Consultant may, at its option, (1) withdraw its proposal, or (2) submit a substitute sub-consultant acceptable to the City with an adjustment in the proposal to cover any difference in cost. The City may, at its discretion, accept the adjusted proposal.

The Consultant must provide progress reports to the City Council. Periodic meetings are required to discuss progress and to determine the process for screening candidates (i.e. written tests, videotape presentations, etc.). The City Council will monitor the Consultant to assure that quality work is being performed and that the Project schedule is being met.

All consultants agree that their proposals are a firm offer to provide the requested services to the City. Once submitted, all offers must remain valid for 120 days from submission deadline date for proposals.

C. ORAL PRESENTATIONS

During the evaluation process, the City may, at its discretion, request up to three (3) firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal.

D. BASIS FOR EVALUATION OF PROPOSALS AND AWARD OF PROJECT

The City does not discriminate on the grounds of race, religion, color, age, sex, disability, or national origin in consideration of an award. Disadvantaged business enterprises are afforded a full opportunity to submit proposals. Proposals will be evaluated on the Consultant's qualifications, experience, Project understanding and approach.

Based on the preliminary review of the proposals, Consultants may then be interviewed prior to selection.

The award will be made to the responsible and responsive Consultant with the lowest bid who City Council determines best meets the City's needs and desires. In making such determination, City Council shall consider but not be limited to the Evaluation Criteria enumerated in Section III.B.

The City makes no commitments to any Consultant until such time as the City approves the negotiated contract. Upon recommendation of the Interim City Manager, the City Council may reject all proposals when it determines that such action is in the public interest.

The number of days within which the Project is to be completed shall be negotiated prior to execution of the Agreement and made part thereof. The City anticipates the Agreement to require completion of services by July 5, 2016.

E. INTERPRETATIONS AND GOVERNING LAW

All questions regarding the meaning or intent of this RFP must be submitted **IN WRITING ONLY VIA EMAIL** to the City Clerk, Gail Davidson at gail@cityofgunnison-co.gov. Only questions answered by formal written Addenda to this RFP will be binding. Oral and other interpretations or clarifications will be without legal effect and will NOT be considered in awarding the Project. Addenda will be mailed or delivered to all parties recorded by the City as having received the RFP. It shall be each Consultant's responsibility to make inquiry as to Addenda that have been issued. All Addenda shall become part of this RFP, and all Consultants shall be bound by such Addenda, whether or not received by the Consultant.

All applicable State of Colorado and Federal laws, City ordinances, and licenses and regulations of all agencies having jurisdiction shall apply to the Consultant and Project throughout the Project and are incorporated herein by reference. The Agreement with the selected Consultant, and all questions concerning the execution, validity or invalidity, capacity of the parties, and the performance of the Agreement, shall be interpreted in all respects in accordance with the Home Rule Charter and Code of the City of Gunnison and the laws of the State of Colorado.

IV. SUBMISSION OF PROPOSAL

Due Date for Proposals: February 4, 2016 at 5:00 pm MST

If the proposal is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "PROPOSAL ENCLOSED" on the face thereof.

Seven (7) copies of the sealed proposal must be submitted and be received at the City Clerk's Office located at the Gunnison City Hall and shall be addressed as follows:

**Mayor and City Council City of Gunnison
P.O. Box 239
201 W. Virginia Ave.
Gunnison, CO 81230
City Manager Recruitment
Attn: Gail Davidson, City Clerk**

Submit an additional electronic copy of proposal via email to gail@cityofgunnison-co.gov , with subject line *City Manager Recruitment*.

The City reserves the right to reject any and all proposals or any part thereof, to waive any formalities or informalities and further, to award the services to the most responsive and responsible Consultant, according to the City's evaluation and as deemed to be in the best interest of the City.

Proposals must meet or exceed requirements contained in this RFP.

All costs of the development for Proposal submittal are the responsibility of the Consultant.

Proposals shall be submitted prior to the time and date set for receipt of proposals as indicated in these Instructions and Proposal Requirements, or the modified time and date as indicated by any Addendum. Proposals received after the time and date set for receipt of proposals will not be considered. Consultant shall assume full responsibility for timely delivery at the location designated for receipt of proposals; Consultants must allow adequate time for delivery of their proposal either by hand delivery, postal service, or other delivery service.

No extensions for submittal of an RFP will be granted on an individual basis. If the City determines, in its sole discretion, that the response time it has provided is inadequate for the preparation of complete proposals, or if amendments issued have materially changed the proposal requirements, the City may, at its option, extend the opening or response dates to all firms.

No Consultant may submit more than one proposal. Multiple proposals under different names will not be accepted from one firm or association. Evidence of collusion among Consultants shall be grounds for exclusion of any Consultant who is a participant in any such collusion.

All information submitted to the City by the Consultant is a public record, and may be subject to disclosure under the Colorado Open Records Act, Colorado Revised Statute § 24-72-200.1, et seq. **The Consultant shall clearly identify any portion(s) of its proposal that it believes constitutes trade secrets, privileged information, and/or confidential commercial, financial, geological or geophysical data which shall not be subject to disclosure under the Colorado Open Records Act.**

To the extent required by Illegal Aliens Public Contracts for Services C.R.S. § 8-17.5-102(1), by submitting a proposal, the Consultant certifies that at the time of proposal submission it does not knowingly employ or contract with an illegal alien who will perform work under its proposal, and that the Consultant will participate in the E-verify program administered by the United States Department of Homeland Security and the Social Security Administration, or the employment verification program administered by the Colorado Department of Labor and Employment in order to verify the employment eligibility of all employees who are newly hired for employment to perform work under its proposal.

V. CONFIDENTIALITY

The Consultant may be provided confidential information by the City. Complete confidentiality must be maintained regarding confidential City information and data. Signing of a confidentiality agreement may be required by the Successful Consultant.

The information included in this RFP is for Consultant's exclusive use in preparing a proposal and must not be shared, whether written or oral, with any other person or entity or used for any other purpose. The use of the City's name in any way as a potential client is strictly prohibited.

VI. MODIFICATION AND WITHDRAWAL OF PROPOSAL

Proposals submitted early may be modified or withdrawn, subject to the Project Manager's discretion. Withdrawn proposals may be resubmitted until the deadline for submission of proposals.

VII. SIGNING OF AGREEMENT

When the City gives a notice of award to the Successful Consultant, it will be accompanied by unsigned counterparts of the Agreement and this RFP. The Successful Consultant shall execute the Agreement and deliver it, together with evidence of insurance to the City within ten (10) calendar days from the date of the notice of award. Failure to do so will be adequate and just cause for the annulment or cancellation of the awards.

VIII. PROPOSAL BECOMES CITY PROPERTY

Once submitted, a proposal becomes City property. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP.